

Training Subsidy Program Guidelines

Program Year: April 1st to March 31st

This program is available to CADA/BC members in the **Professional Artist** and **Emerging Professional Artist** categories only. It is intended to aid these members in financing the burden of professional training for their performing careers.

PROGRAM LIMITS

\$500 - Professional Artist Annual Limit

\$400 - Emerging Professional Artist Annual Limit

\$100 Reimbursement limit per calendar month
\$20 minimum monthly reimbursement

APPLICABLE TRAINING FORMS

- **Drop-ins:** All forms of dance, as well as Pilates, yoga and other active body conditioning, will qualify so long as the cost is \$5 or more per class.
- **Class Cards/Sessions** for 5 classes or more will be reimbursed to 50% of the cost *up to the monthly limit.*
- **Gym & Studio membership** will be reimbursed to 50% of the monthly cost *up to the monthly limit*, with proof of attendance at classes or training activities undertaken to pursue dance contracts – *rehearsal hours are not applicable.*
- **Workshops/Intensives** will be reimbursed to 50% of the cost *up to, but not exceeding, the annual limit for the membership level.* (CADA/BC workshops are not applicable as they are already subsidized)
- **Special training** undertaken to pursue dance contracts may be eligible for reimbursement (voice, theatre, martial arts, etc.). **Please include a short letter** outlining how the training is applicable to your professional employment as a dance artist.

NONAPPLICABLE TRAINING FORMS

- **International Classes & Workshops**
- **Passive Body Work:** massage, cranial-sacral work, physiotherapy, etc.
- **Teacher Training** courses, **Pre-Professional** programs, **Conference** fees, etc.

APPLICATION PROCESS

- CADA/BC **must** have a **current dance CV or resume on file** for each member who submits an application for reimbursement.
- **Attach a photocopy of all receipts submitted.** *Please keep originals for your tax accounts.*
- **Fill out the form** – *pay careful attention to the headings of each section and the subsidy amount!*
- **TSP is for training within CANADA only!**
- A TSP application may be made each calendar month.
- **Receipts may pre-date the submission date** (10th of each calendar month) **by two months.** *Receipts past this cut off shall not be reimbursed.*
- If you have **receipts for training outside of the province of British Columbia**, please indicate where the training took place.
- If you have a **special request** for reimbursement beyond the guidelines (surpass the monthly limit, etc.). **Please include a letter outlining your request and supporting reasons.**

Application forms must arrive by the 10th of the month!

(if the 10th falls on a weekend, the deadline will be extended to the following Monday)

Application forms may be mailed or delivered in person to
CADA/BC
7th floor 677 Davie St
Vancouver, BC V6B 2G6

OR emailed to tsp@cadabc.org

Please do not hesitate to contact the CADA/BC office with any questions you may have!

Phone: 604-606-6414
Email: office@cadabc.org

This program is made possible through the generous support of both



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